The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an Assistant for Questions of Protocol who, under the general oversight of the Director of the Council Secretariat and the supervision of the Assistant for Meetings and Questions of Protocol, will be responsible for the following tasks:

The job...
1. Make protocolary arrangements for the arrival and departure of Members of the Council, including assisting with the drafting of biographical notes, farewell speeches and related administrative tasks. Maintain the protocolary list of Ambassadors and other related precedence lists, as well as the appropriate pages of both the OECD’s Internet and Intranet sites.

2. Provide protocolary advice and assistance for all official events attended by Members of the Council and/or the Secretary-General (Ministerial and high-level meetings, Heads of Delegation retreats, visits by personalities, etc.).

3. Co-ordinate with regard to protocol matters and in close collaboration with the Directorates and Services concerned, the implementation of the Organisation’s official programme of receptions, both Ministerial and other; help to prepare such receptions and ensure their smooth functioning, in particular by overseeing the choice and booking of locations and ensuring that this information is duly circulated; by supervising, on the basis of the guest-lists determined by the hosts, the preparation of invitations, proposed table plans, place cards, menus, etc...; by ensuring that the services concerned take all necessary organisational measures (safety, transport, registration, interpretation, etc...).

4. Carry out any other related tasks requested.

The person we are looking for should have...
1. A good level of secondary education, good theoretical and practical knowledge of protocolary practices and several years’ relevant experience.

2. A very good sense of organisation, tact and discretion; the ability to adapt and show discernment; the ability to work rapidly -- occasionally outside the normal working hours of the Organisation -- with great attention to detail and in a context of intense activity; team spirit.

JT00129862
23-Jul-2002
Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2002)053 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 13th September 2002.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org